



1.3.12 Results Approval

1.3.12 – RAP – THIS PROCEDURE IS UNDER REVIEW – TO BE REVIEWED 2024

| | |
|-----------------------------------|------------------------------|
| Procedure code and title: | 1.3.12 Results Approval |
| Policy area: | 1.3 Assessment of Learners |
| Version Number: | 1 |
| Reviewed by: | Quality Assurance Sub-Group |
| Date approved by Quality Council: | 27 th June 2023 |
| Date of Implementation: | 1 st January 2024 |
| Review Date: | |

Purpose

The purpose of this procedure is to detail how KWETB ensures that appropriate decisions are taken with regard to outcome of assessment, verification and authentication in relation to approving of results for six certification periods.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers in sections;

- Preparing for Results Approval Meeting
- Conducting the Results Approval Meeting
- Concluding the Results Approval Meeting



Procedure – 1.3.12 Results Approval Process

| Preparing for Results Approval Meeting (RAP): | |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>The designated person with responsibility for QA authentication / TSO should issue dates for RAP meetings.</p> <p>The designated person with responsibility for QA authentication / TSO should schedule certification dates within the Certification schedule and should share with centres/second providers (Contracted and Community).</p> <p>The designated person with responsibility for QA authentication should ensure that RAP dates are available on QA site.</p> |
| 2 | <p>All RAP meetings for FET Provision and FET Provision–Second Providers take place online through MS teams. The QA/TSO office should share the date/time invitation to all RAP members.</p> <p>For FET provision, the designated person with responsibility for QA authentication should extend invitation to:</p> <ul style="list-style-type: none"> • Director of FET • AEOs • Co-ordinator or nominated person from centres submitting for certification. <p>For FET Provision-Second Providers, the TSO person responsible should extend invitation to:</p> <ul style="list-style-type: none"> • TSO • ATSO • Training Services Manager • Head of Quality (RAP Chair) |
| 3 | <p>For FET Provision, there should be a representative from each centre submitting for certification.</p> |
| 4 | <p>For FET Provision, the designated person with responsibility for QA authentication should share the following documentation through OneDrive with all RAP participants. The folders should be uploaded to shared teams RAP site.</p> <ul style="list-style-type: none"> • RAP Agenda • Summary of centres/schools submitting (FET Provision) • Summary of grades achieved • Summary of External Authenticators assigned • Internal Verification reports • External Authentication reports • Results for approval <p>(the above documentation should be taken as read for the RAP meeting)</p> |
| 5 | <p>For FET Provision, the Co-ordinator should prepare:</p> |

| | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • A short salient summary of key points from their IV reports. • A summary of EA reports to include areas of good practice, identification of concerns, recommendations. |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Conducting the Results Approval Meeting: | |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>For FET Provision-Second Providers, the RAP meeting should be chaired by either the Director of FET or Training Services Manager or AEO.</p> <p>For FET Provision, the RAP meeting should be chaired by either the Director of FET or AEO.</p> <p><u>The role of the Chairperson:</u></p> <ul style="list-style-type: none"> • The Chairperson should ensure that the quorum (tbc) is present before commencing the RAP meeting. • The Chairperson should open the RAP meeting and the Agenda presented. • The Chairperson should ensure that the meeting functions effectively and efficiently. • The Chairperson should ensure that decisions are taken in the context of the requirements of the awarding body and KWETB policies and procedures. • The Chairperson should cast the final vote where consensus cannot be reached. • The Chairperson should ensure that all RAP attendees are aware of the operational procedures which include: <ul style="list-style-type: none"> • The proceedings of the RAP are confidential. • The identity of learners should not be disclosed during the RAP process. • The RAP may recommend actions to be made to KWETB quality assurance procedures. • Decisions and recommendations should only be made on the evidence and information provided to the RAP. • Requirements of the awarding body and KWETB's assessment procedures must be observed during all RAP proceedings. |
| 2 | <p>For FET Provision-Second Providers,</p> <ul style="list-style-type: none"> • The TSO should be present at RAP to discuss the number and range of awards being presented to the RAP. • The TSO should be present at RAP to discuss any issues raised by the EA. <p>For FET provision,</p> <ul style="list-style-type: none"> • The designated person with responsibility for QA authentication should take minutes of RAP meeting. • The designated person with responsibility for QA authentication should present to RAP: <ul style="list-style-type: none"> ○ Record of centres and number portfolios submitted for certification ○ Record of grades to evidence approval of results ○ Presentation of results submitted for approval ○ Record of assignment adapted/CAS modifications |

| | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | |
| 3 | The Chairperson should open the RAP meeting and the Agenda should be presented. |
| 4 | For FET Provision, each Co-ordinator should present their summary of IV/EA reports. For FET Provision-Second Providers, the TSO should present summary of IV/EA Reports. |
| 5 | The panel members can seek clarification if required. A short discussion may ensue and this should be through the Chairperson. |
| 6 | The designated person with responsibility for QA authentication should ensure that discussion and action points are noted in the minutes. |
| 7 | <u>RAP decision making</u> The RAP participants should reach agreement on results to be approved. The RAP participants should reach agreement on actions to be taken as a result of IV/EA reporting/discussion. |
| 8 | For FET Provision, where any significant issues arise that require further action, the Chairperson should adjourn the RAP meeting to a later date but prior to date for upload of results to QBS for that certification period. |
| 9 | For FET Provision, the designated person with responsibility for QA authentication should advise Co-ordinators or nominated person(s) of the deadline for upload to QBS and deadline for appeal application. For FET Provision-Second Providers, the TSO should upload all results, both QQI and non QQI. For QQI, results should be uploaded to RCCRS. |
| 10 | The Chairperson should present AOB for discussion. |

| Concluding the Results Approval Meeting: | |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The designated person with responsibility for QA authentication / TSO should share Results Approval form to Chairperson and all RAP participants to sign the online Results Approval Sheet/F12. |
| 2 | For FET Provision, the designated person with responsibility for QA authentication should notify all centres through QA site that results have been approved. |
| 3 | For FET Provision-Second Providers, the TSO should scan and store all documentation. |

| | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | For FET Provision, the designated person with responsibility for QA authentication should upload all RAP documentation to QA site where all Co-ordinators should have access to EA reports, IV reports, Results approved, RAP minutes. |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Link to other Policies/Procedures

| | |
|--------|-------------------------|
| 1.3.10 | Internal Verification |
| 1.3.11 | External Authentication |

Resources

| | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resources | <ul style="list-style-type: none"> • Sample Agenda • RAP Report template • Signoff of Results template |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Rialtas na hÉireann
Government of Ireland



Arna chomhoibriú ag
an Aontas Eorpach

Co-funded by the
European Union

SOLAS
learning works



BORD OIDEACHAIS AGUS OILÉANA
CHILL DARA AGUS CHILL MHOINTÍN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD